

Page Denied

15 December 1987

MEMORANDUM FOR: Chief, Information Resources Management
Division, OIT

FROM:

DI Information Management Officer

SUBJECT: Annual Records Inventory - FY 1987

REFERENCE: Memo dtd 25 Nov 87 to Directorate IMOs
from C/IRMD/OIT, same subject

1. In response to referent memorandum, this is to advise that since 5 November 1987 the DI has been conducting a Directorate-wide records review. A copy of the memorandum signed by the DDI is attached for your information. Also attached is a memorandum from the undersigned giving further instructions on recording the amount of records being destroyed or retired. The Information Management Officers in the DI are currently working with personnel in their components to bring about a decrease in records holdings prior to the anticipated moves of DI components to the New Headquarters Building and within the Old Headquarters Building. The deadline is set for 15 January 1988, which was scheduled to coincide with the move of the first DI component to the New Headquarters Building. Even though the occupancy date of the New Building has slipped, we are still holding firm to the original deadline.

2. To start conducting a measuring exercise at this time would be confusing and counterproductive to what we are hoping to accomplish with this review. Approval is, therefore, requested for the DI to be granted an extension for this inventory until

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such time as the ongoing records review is finished. By the end of January 1988, the DI should have a reading on the success of this review. At that time, the requirement to do an inventory will be placed on the IMOs for completion by 31 March 1988.

STAT



Atts

APPROVED:

STAT



C/IRMD/OIT

17 December 1987
Date

Distribution:

Orig - Return to DI/IMO
1 - IRMD/OIT

12 November 1987

MEMORANDUM FOR: Information Management Officers, DI

FROM:

DI Information Management Officer

SUBJECT: DI Records Review

1. Attached are forms to be used by your component to record the amount of records that are being destroyed or retired during the DI-wide records review. As you can see, I revised Form 3581 just for the purposes of this review. This form can be used within your component for recording the amount of records destroyed or retired and also by you for your response to me in January 1988. Please make sure all employees in your component realize that they should measure or count the amount of records being destroyed, depending on the types of records.

2. If you have any questions regarding this review or the attached form, please give me a call on

DESTRUCTION/RETIREMENT OF DI RECORDS

TO:	FROM:	
LINEAR FOOTAGE		
DESTRUCTION:		
I. OFFICE FILES:		
a.	Case, Subject, Chronos, Etc.	
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	
d.	Other (Describe)	
TOTAL LINEAR FEET OF OFFICE FILES		
II. CARD-SIZE FILES:		
a.	3x5 Cards	
b.	5x8 Cards	
c.	Punch Cards	
d.	Abstracts	
e.	Aperture Cards	
f.	Microfiche	
g.	Other (Describe)	
TOTAL LINEAR FEET—CARD-SIZE FILES		
		QUANTITY OF EACH
III. MAGNETIC RECORDS:		
a.	Computer Tapes	
b.	Audio Tapes	
c.	Video Tapes	
d.	Disc Packs	
e.	Word Processing Magnetic Tapes	
f.	Word Processing Magnetic Cards	
g.	Magnetic Diskettes 5¼"	
h.	Magnetic Diskettes 8"	
i.	Paper Tapes	
j.	Other (Describe)	
IV. FILM RECORDS:		
a.	Microfilm— 16mm Reels	
b.	Microfilm— 35mm Reels	
c.	Microfilm Cassettes	
d.	Movie Film	
e.	Other (Describe)	
RETIREMENT TO AARC:	NO. OF BOXES	TOTAL CUBIC FOOTAGE
Signature		Date:

DDI-04582x/87

5 NOV 1987

MEMORANDUM FOR: Director, African & Latin American Analysis
Director, Current Production & Analytical Support
Director, East Asian Analysis
Director, European Analysis
Director, Global Issues
Director, Imagery Analysis
Director, Information Resources
Director, Leadership Analysis
Director, Near Eastern & South Asian Analysis
Director, Soviet Analysis
Director, Scientific & Weapons Research
Chief, Arms Control Intelligence Staff
Chief, Collection Requirements & Evaluation Staff
Chief, Management, Planning & Services Staff

FROM: Richard J. Kerr
Deputy Director for Intelligence

SUBJECT: Review of Records Holdings

1. Preparing to either move to the New Headquarters Building (NHB) or relocate to or within Headquarters Building provides an excellent opportunity to conduct an in-depth review of our records holdings. This review should include, but not be limited to, office files, analyst working files, reference material, magnetic records, maps, charts, microfilm/fiche, and film.

2. Currently, material is being stored on top of filing cabinets, on the floor, and on window sills that should either be destroyed or retired to the Agency Archives and Records Center. It is easy to misplace or lose important documents when material is transported from one location to another. Therefore, each DI component will be well served if they take the time to organize, review, and retire records prior to the move. The retrieval of information will be greatly enhanced once superfluous material is removed from active files.

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

SUBJECT: Review of Records Holdings

3. For those moving to the NHB, the following points should be kept in mind:

- a. Construction security in the NHB provides for open-shelf storage. Thus, the need for safes will be dramatically reduced and the use of conservafiles greatly expanded.
- b. The offices in the NHB are designed for maximum flexibility and an open office landscape design. Stacking documents on the floor impedes traffic flow and presents a safety hazard.
- c. The actual occupancy of the NHB is scheduled for mid-January 1988. The Office of Logistics has stated that no major modifications to the work spaces will be possible until the NHB is fully occupied which will take about one year. Therefore, the office spaces will remain as built.

4. I encourage each office to begin working with their Information Management Officer (IMO) to identify the material that should be destroyed or retired, according to the Records Control Schedule. Your IMO is to provide a status report to the Directorate IMO, [redacted] 2E36 Headquarters, by 15 January 1988 on the progress of this review. I expect her report to me to cite a marked decrease in the amount of DI records holdings.

[redacted]
Richard J. Kerr

ADMINISTRATIVE-INTERNAL USE ONLY

SUBJECT: Review of Records Holdings

Distribution:

1 copy ea addressee

1-DDI .

1-ADDI

1-DI Registry

1-IMO Chrono

1-MPSS Chrono

STAT ODDI/MPSS/IMO [] isa)2 November 1987

ADMINISTRATIVE-INTERNAL USE ONLY

OIT 0902-87

25 November 1987

MEMORANDUM FOR: Information Management Officer, DCI Area
Information Management Officer, DA
Information Management Officer, DI
Information Management Officer, DO
Information Management Officer, DS&T

FROM:

Chief, Information Resources
Management Division, OIT

SUBJECT: Annual Records Inventory - FY 1987

1. Attached are copies of Form 3581, Annual Report of Records Holdings, for use in collecting volume statistics for the Agency's records holdings in FY 1987. We have included the volume figures reported in FY 1986 on the master copy of the form for each component. We also have provided each component with a blank copy of the form. Please inventory your record holdings and return the completed form to the Information Management Branch, IRMD, by 15 January 1988.

2. Please note that magnetic and film records should be reported by quantity rather than linear feet. To assist you in determining the quantity of word processing magnetic cards and diskettes, one inch of word processing magnetic cards equals 50 cards and one inch of diskettes equals 10 diskettes.

3. We are sending the inventory forms to you to ensure that no components are overlooked. Also, your dissemination of these forms will ensure complete coverage and will allow for directorate level management requirements. Questions concerning the inventory or use of the form should be directed to

Additional blank forms are available in IMB,

Attachments:
As stated

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 ____

TO: OIT/CSG/IMD	FROM: (Directorate and Office)
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ANNUAL LINEAR FOOTAGE		
PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.			
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.			
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.			
d.	Other (Describe)			
TOTAL LINEAR FEET OF OFFICE FILES				

II. CARD-SIZE FILES:

a.	3x5 Cards			
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other (Describe)			
TOTAL LINEAR FEET—CARD-SIZE FILES				

QUANTITY OF EACH		
PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE

III. MAGNETIC RECORDS:

a.	Computer Tapes			
b.	Audio Tapes			
c.	Video Tapes			
d.	Disc Packs			
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5 1/4"			
h.	Magnetic Diskettes 8"			
i.	Paper Tapes			
j.	Other (Describe)			

IV. FILM RECORDS:

a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other (Describe)			

Comments:

Signature of Component RMO:

Date: